

**EDUCATION AND WORKFORCE DEVELOPMENT CABINET**  
**Education Professional Standards Board**  
**(As Amended at ARRS, August 10, 2021)**

**16 KAR 3:060. School~~[Guidance]~~ counselor, provisional and standard certificates, all grades.**

RELATES TO: KRS 156.101, 156.160, 161.020, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.020, 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1) authorizes the Education Professional Standards Board (EPSB) to establish standards and requirements for obtaining and maintaining a teaching certificate and for programs of preparation for teachers and other professional school personnel, and KRS 161.030(1) requires all certificates issued under KRS 161.010 to 161.126 to be issued in accordance with the administrative regulations of the EPSB~~[board]~~. This administrative regulation establishes the preparation and certification program for school~~[guidance]~~ counselors, at all grade levels.

Section 1. Conditions and Prerequisites. (1) The provisional and standard certificate for school~~[guidance]~~ counselor shall be issued in accordance with KRS Chapter 161 and 16 KAR Chapters 3 and 6 to an applicant who has completed the approved program of preparation which corresponds to the certificate at an educator preparation~~[a teacher education]~~ institution approved in accordance with 16 KAR 5:010.

(2) The school~~[guidance]~~ counseling program shall be subject to the program approval requirements established in 16 KAR 5:010 and shall incorporate the Kentucky Standards of Preparation for School Counselors~~[Kentucky Standards For Guidance Counselor Programs, incorporated by reference in 16 KAR 5:010]~~.

(3) The provisional and standard certificate for school~~[guidance]~~ counselor established under this administrative regulation shall be valid for the position of school~~[guidance]~~ counselor for all grade levels, primary through grade twelve.

Section 2. (1) The provisional certificate for school~~[guidance]~~ counselor shall be issued to an applicant who meets the requirements of 16 KAR 2:010, Section 3(1), and has completed~~[upon completion of]~~ an approved master's level program in school~~[guidance]~~ counseling.

(2) The provisional certificate for school~~[guidance]~~ counselor shall be issued for a period of five (5) years and may be renewed upon application to the EPSB~~[board]~~, compliance with 16 KAR 2:010, Section 3(1),~~[using the "Form TC-2, Application for Certificate Renewal Duplicate," incorporated by reference in 16 KAR 2:090,]~~ and submission of proof of the completion of a minimum of three (3)~~[nine (9)]~~ semester hours of graduate credit in the areas of counseling or school~~[guidance]~~ counseling.

~~(3)~~~~[(2)]~~ An applicant with a valid Kentucky teaching certificate who has completed the coursework for the standard certificate for school counselor, but has not met the employment requirements of Section 3 of this administrative regulation, may renew the provisional school counselor certificate upon meeting the requirements of 16 KAR 4:060 for the renewal of the applicant's teaching certificate.

~~(4)~~~~[(3)]~~ If there is a lapse of a provisional certificate for school~~[guidance]~~ counselor for lack of meeting the renewal requirements, certification may be reissued at a later date upon application to the EPSB~~[board]~~, compliance with 16 KAR 2:010, Section 3(1),~~[using the "Form TC-2, Application for Certificate Renewal/Duplicate," incorporated by reference in 16 KAR 2:090,]~~ and the submission of proof of the completion of a minimum of six (6)~~[nine (9)]~~

semester hours of graduate credit ~~[for each five (5) year period of validity or period of lapse of the guidance counselor certificate. The graduate credit shall be]~~ in the areas of counseling or school[guidance] counseling.

Section 3. (1) The standard certificate for school[guidance] counselor shall be issued to an applicant who meets the requirements of 16 KAR 2:010, Section 3(1) and one (1) of the following qualification options:

(a) Option I:

1. Successful completion of an approved master's level program in school[guidance] counseling;

2. Successful completion of an additional three (3) to six (6) credit hours from an approved graduate level counseling or school[guidance] counseling program;~~[-]~~

3. One (1) year of full time employment as a provisionally- certified school[guidance] counselor in a public school or nonpublic school ~~that[which]~~ meets the state performance standards as established in KRS 156.160 or ~~that[which]~~ has been accredited by a regional or national accrediting association;

4. A valid Kentucky Professional teaching certificate; and

5. A minimum of one (1) year of full time classroom teaching experience on a Professional Teaching Certificate in a public school or a nonpublic school ~~that[which]~~ meets the state performance standards as established in KRS 156.160 or ~~that[which]~~ has been accredited by a regional or national accrediting association; or

(b) Option II:

1. Successful completion of an approved master's level program in school[guidance] counseling;

2. Successful completion of an additional three (3) to six (6) credit hours from an approved graduate level counseling or school[guidance] counseling program; and

3. A minimum of two (2) years of ~~full-time[successful]~~ employment as a provisionally ~~[full-time]~~ certified school[guidance] counselor.

(2) The standard certificate for school[guidance] counselor shall be issued for a period of five (5) years and shall be renewed subsequently for five (5) year periods upon application to the EPSB, compliance with 16 KAR 2:010, Section 3(1), and completion of~~[-, by September 1 of the year of expiration, the Effective Instructional Leadership Act (EILA) hours as specified by the Kentucky Department of Education in KRS 156.101. It shall be the responsibility of the guidance counselor to provide documentation of this training to the local school superintendent who recommends certificate renewal.]~~

(a) Two (2) years of experience as a certified school counselor;

(b) Three (3) semester hours of additional graduate credit in counseling or school counseling; or

(c) The Effective Instructional Leadership Act hours as specified by the Kentucky Department of Education in KRS 156.101. It shall be the responsibility of the school counselor to provide documentation of this training to the local school superintendent who recommends certificate renewal.

(3) If there is a lapse in the standard certificate for school[guidance] counselor for lack of meeting renewal requirements, the certificate may be reissued at a later date upon application to the EPSB, compliance with 16 KAR 2:010, Section 3(1), and completion of ~~[by first completing]~~ twelve (12) clock hours of counselor role specific training for each year since the expiration of the certificate up to a maximum of seventy-five (75) clock hours or ~~six[nine (9)]~~ semester hours of additional graduate credit appropriate to position of school[guidance] counselor.[

~~Section 4. Implementation Dates. (1) The provisions for the issuance of the provisional and standard certificate for guidance counselor, all grades, shall apply to a student admitted to a program of preparation beginning September 1, 2003.~~

~~(2)(a) A candidate admitted by September 1, 2003 to an approved preparation program for guidance counselor shall complete the program by December 31, 2006.~~

~~(b) A candidate formally admitted by September 1, 2003, to an approved preparation program for guidance counselor shall be eligible for the guidance counselor certificate, all grades upon:~~

~~1. Completion of the program in which the candidate is enrolled as identified in this subsection;~~

~~2. Successful completion of an approved additional three (3) to six (6) credit hours from an approved graduate level counseling or guidance counseling program. The additional graduate semester hours shall be designed to address content of the preparation program not previously addressed and which provides the candidate with knowledge relevant to counseling all grades; and~~

~~3. A recommendation from the institution of higher education for the appropriate certificate.~~

~~(3) An individual who holds a valid Kentucky provisional or standard guidance counselor certificate, grades K-8, grades 7-12, or grades 5-12 shall be eligible to extend that certificate to a provisional or standard guidance counselor certificate, all grades, upon application and proof of the following:~~

~~(a) Successful completion of an additional three (3) to six (6) credit hours from an approved graduate level counseling or guidance counseling program. The additional graduate semester hours shall be designed to address content of the preparation program not already addressed and for the grade range sought by the extension; and~~

~~(b) Recommendation from the institution of higher education for the appropriate certificate.]~~

Section 4[Section 5]. Validity of Prior Certificates. (1) A valid Provisional or Standard Certificate for Guidance Counselor grades K-8, 5-12, or 7-12 issued prior to August 5, 2005 shall be valid for the position of school[guidance] counselor for any[grades K-8 and also for any other] school configurations containing[having] at least one (1) grade level listed on the certificate.[sequential combination of the grades K-12 that includes any grade K-8.]

(2) An individual who holds a valid Kentucky provisional or standard guidance counselor certificate, grades K-8, grades 7-12, or grades 5-12 shall be eligible to extend that certificate to a provisional or standard school counselor certificate, all grades, upon application to the EPSB, compliance with 16 KAR 2:010, Section 3(1), and proof of the following:

(a) Successful completion of a minimum three (3) credit hours from an approved graduate level counseling or school counseling program. The additional graduate semester hours shall be designed to address content of the preparation program not previously addressed and **that[which]** provides the candidate with knowledge relevant to counseling all grades; and

(b) A recommendation from the institution of higher education for the appropriate certificate.

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~~(2) A valid Provisional or Standard Certificate for Guidance Counselor grades 5-12 issued prior August 5, 2005 shall be valid for the position of guidance counselor for grades 5-12 and also for any other school configurations having sequential combination of the grades K-12 that includes any grade 5-12.~~

~~(3) A valid Provisional or Standard Certificate for Guidance Counselor grades 7-12 issued prior to August 5, 2005 shall be valid for the position of guidance counselor for grades 7-12 and also for any other school configurations having sequential combination of the grades K-12~~

~~that includes any grade 7-12.]~~

Section 5. Incorporation by Reference. (1) “Kentucky Standards of Preparation for School Counselors”, 2019, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law at the Education Professional Standards Board, 300 Sower Boulevard, 5th Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

**(3) This material is also available on the EPSB’s Web site at <http://www.epsb.ky.gov/course/view.php?=2>.**

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